

Department of Transportation
Olympia, Washington 98504
September 14, 2021

ATTENTION: All Submitters

Request for Qualifications

C-9714

SR 108/US 101 – Mason and Thurston Co Fish
Barriers – Remove Fish Barriers

Addendum No. 2

The **Request for Qualifications** for this project is amended as follows:

1. In Section 5.7.1, **Small and Veteran-Owned Business Enterprise Participation**, delete lines 30 through 37 on Page 11 and delete lines 1 through 10 on Page 12.
2. In Section 7.1, **Qualitative Evaluation Process**, on Page 15 delete lines 4 through 17.
3. In Section 7.1, **Qualitative Evaluation Process Table 7.2 Statement of Qualifications Organization and Scoring** on Page 17, delete the contents of the twelfth row (**Inclusion Manager** / 1 (Does not count against the above max page limit) / Pass/Fail).
4. In Section 7.3, **Statement of Qualifications Format**, on Page 18 add “or Arial” to Line 9.
5. In Section 7.5, **Key Personnel**, on Page 22, delete the **Inclusion Manager** subsection, lines 3 through 30.
6. In Section 7.5.2, **Evaluation Criteria**, on Page 25, delete the second paragraph, lines 4 through 7.
7. In Section 7.9, **Forms (Appendix C)**, on Page 28, add the following paragraphs following Line 26:

The SVB Plan Template (Form E in RFQ Appendix A) was created to help the selected Design-Builder get an early start in meeting the Project’s enforceable SVBE Contract Goals. Some sections of it will be completed by Submitters and included with the SOQ. Additional sections will be filled out by Proposers and included with the Proposal. The selected Design-Builder will update it as the Project progresses. Refer to the instructions attached to the SVB Plan Template (Form E) for instructions on what part to fill out for the Statement of Qualifications. A Microsoft Word version of the blank SVB Plan Template has been placed on the Project website for Submitter use.

The SVB Plan shall be included in the SOQ submittal in Appendix C of the SOQ. The SVB Plan will be reviewed as pass/fail. Those portions of the SVB Plan required to be filled out for inclusion with the SOQ shall be completely filled in, not left blank in any areas, shall not contain any notations such as “n/a”, and will be evaluated as pass/fail.

1 Submitters that do not submit an SVB Plan, or submit an SVB Plan that is incomplete, or
2 submit an SVB Plan that cannot be approved because it does not otherwise comply with
3 the requirements of this RFQ, will receive a “fail” rating on the pass/fail criteria. A “fail”
4 rating will lead to a determination that the SOQ is nonresponsive and will be rejected

- 5 8. In Appendix A, **Request for Qualifications Forms, Form E, Small and**
6 **Veteran_Owned Business (SVB) Plan Template, Instructions for Completing the**
7 **SVB Plan Template**, replace Pages A-11 through Page A-20 with the following:

8 [Page break intentionally inserted]

**RFQ INSTRUCTIONS FOR COMPLETING THE SVB PLAN TEMPLATE (Form E)
for Including Form E in Statements of Qualifications**

The following are RFQ requirements for how to fill out those portions of the SVB Plan Template (Form E) for including Form E in the Statement of Qualifications.

Section 1 - Introduction

The Submitter shall clearly respond to the required information for: Project name, Submitter's name, Project Manager's name, and Inclusion Manager's name.

Affirm Commitment

- *The Submitter shall describe their team's intentions related to the creation and use of the SVB Plan*
- *The Submitter shall affirm your team's commitment to achieving the SVBE Contract Goals.*
- *The Submitter shall provide a "Commitment Statement" that acknowledge WSDOT's requirement to meet or exceed the SVBE Contract Goals.*
- *The Submitter shall describe how your team recognizes the importance of inclusion and equity in the design and construction industry. They shall clearly state that they are committed to reaching out to small and veteran-owned businesses to help the State of Washington to meet or exceed the State's business utilization goals.*

Means and Methods

- *The Submitter shall provide means and methods that may be used to support WSDOT's requirement to meet or exceed the SVBE Contract Goals.*

Education Programs, Training Programs, and Resources

- *The Submitter shall acknowledge that education programs, training programs, and resources will be used support WSDOT's requirement to meet or exceed the SVBE Contract Goals.*

Section 2 - Subcontracting Percentages

Table 2-1

- *This table will be completed by WSDOT with the SVBE Contract Goals. These are the minimum goals.*

Table 2-2

- *The Submitter shall complete this table with their team's SVBE commitment goals. Note: the SVBE Contract Goals listed in Table 2-1 are the minimum. Will your teams SVBE commitment goals meet or exceed the SVBE Contract Goals?*

Section 3 - Diverse Business Subcontractors

This section is not required to be completed for SOQ's.

Section 4 - Inclusion Manager

The Submitter shall state the Inclusion Manager's Name, Firm, phone number and email.

Inclusion Manager Experience

- *The Submitter shall describe the experience of the Inclusion Manager.*
- *The Submitter shall describe how the Inclusion Manager experience brings knowledge of the identity, capabilities, and capacities of diverse SVBE Subcontractors, sub-consultants, and suppliers; experience recruiting and working with these companies in construction and consulting; and assisting these companies in developing relationships with Design-Builders. This individual may be a consultant or a qualified employee within Submitter's organization.*

Inclusion Manager Selection

- *The Submitter shall describe why the Inclusion Manager was chosen for the Project. What experience that makes them qualified for this Project, and the level of experience they have in working with the community.*

Inclusion Manager Strategies

- *The Submitter shall state that the Inclusion Manager will work with, and be integrated within, the Design-Build team to meet or exceed the SVBE Contract Goals.*

Inclusion Manager Availability

- *The Submitter shall describe the availability of the Inclusion Manager to meet the SVBE Contract Goals.*

Section 5 – Plan to Meet SVBE Contract Goals

This section is not required to be completed for the SOQ.

Section 6 – Plan for Monitoring and Reporting of Commitments

This section is not required to be completed for the SOQ.

**ITP: DRAFT INSTRUCTIONS FOR COMPLETING THE SVB PLAN TEMPLATE
(Form E)
for Including Form E in Proposals**

The following is provided for information only. It represents WSDOT's thinking at the time of issuing the RFQ of what the ITP requirement for the SVB Plan will be. It is subject to change when the RFP is officially issued.

SECTION 1 - INTRODUCTION

The Proposer shall use the SVB Plan submitted with their SOQ that clearly states the following: Project name, Submitter's name, Project Manager's name, and Inclusion Manager's name.

Affirm Commitment

The Proposer shall use the SVB Plan submitted with their SOQ.

- The Proposer shall describe in detail your team's intentions related to the creation and use of the SVB Plan*
- The Proposer shall reaffirm your team's commitment to achieving the SVBE Contract Goals*
- The Proposer shall reiterate the provided "Commitment Statement" that shows your team acknowledge WSDOT's requirement to meet or exceed the SVBE Contract Goals.*
- The Proposer shall describe in detail how your team recognize the importance of inclusion and equality in the design and construction industry. They shall clearly state that they are committed to reaching out to small and veteran-owned businesses to help the State of Washington to meet or exceed the State's business utilization goals.*

Means and Methods

- The Proposer shall provide in detail clear means and methods that will be used and specific value and commitment statements that support WSDOT's requirement to meet or exceed the SVBE Contract Goals.*

Education Programs, Training Programs, and Resources

- The Proposer shall describe in detail what education programs, training programs, and resources that are in place or will be in place to communicate to its employees the expected employee behaviors and performance relative to implementing the State funded Design-Build SVB Plan.*

SECTION 2 SUBCONTRACTING PERCENTAGE

Table 2-1

- This table will be completed by WSDOT with the SVBE Contract Goals. These are the minimum goals.*

Table 2-2

- The Proposer shall complete this table with their team's SVBE commitment goals. Your team may increase these SVBE commitment goals.*

Note: the SVBE Contract Goals listed in Table 2-1 are the minimum.

SECTION 3 DIVERSE BUSINESS SUBCONTRACTORS

Table 3

- *The Proposer shall completely fill out Table 3, “SVBE Subcontractors” with any known SVBE Commitments.*
- *The Proposer shall include the names of any SVBE Commitments, if any, they committing to at the time of the proposal for this Project.*
- *The Proposer shall indicate if the SVBE Subcontractors is SBE or VOB.*
- *The Proposer shall describe the scope of Work the SVBE firms are committed to perform.*
- *The Proposer shall indicate the percentage this SVBE Subcontractor will fulfil.*

If the Proposer has any SVBE Commitments in Table 3 a written confirmation from each SBE and VOB confirming the commitment made shall be included with the SVB Plan and submitted with their Proposal.

SECTION 4 INCLUSION MANAGER

Inclusion Manager Experience

- *The Proposer shall describe in detail how the Inclusion Manager will use their experience to identity, recruit and assisting SVBE firms in developing relationships with Design-Builders.*

Inclusion Manager Selection

- *The Proposer shall describe in detail how the chosen Inclusion Manager work with the community.*

Inclusion Manager Strategies

- *The Proposer shall describe in detail the strategies the Inclusion Manager shall use to support the SVB Plan.*
- *The Proposer shall clearly describe the strategies of how the Inclusion Manager will work with, and be integrated within, the Design-Build team to meet or exceed the SVBE Contract Goals.*
- *For purposes of completing the SVB Plan, the Inclusion Manager’s responsibilities typically include, but are not limited to, the following:*
 - *Administration of the SVB Plan and oversight of SVBE Contract Goals attainment efforts*
 - *Outreach and networking with the SVBE community throughout the life of the Contract*
 - *Outreach to qualified SVBE firms to submit subcontract bids*
 - *Developing strategies for including SVBE firms in the Project*
 - *Outreach to qualified SVBE Subcontractors when replacement of Subcontractors is required during the Contract execution*

- *Proposing effective strategies such as awarding SVBE firms for certain scopes of work and conducting competitive subcontract awards for remaining scopes of work*
- *Working with estimators during the subcontract plan preparation and subcontract bidding*
- *Reviewing procurement processes, procurement documents, bid evaluation, and award decisions to ensure the consideration of SVBE opportunities in each subcontract procurement*
- *Submitting and discussing updates on a monthly basis with the WSDOT Engineer, which at a minimum includes new commitments, progress to date, and projections*
- *Submitting required updates in WSDOT's reporting program and proactively moving the information through the system*
- *Ensuring SVBE firms are performing a Commercially Useful Function*
- *Evaluating change orders for potential diverse business participation and facilitating outreach to SVBE firms to encourage participation in the added Work*
- *Assisting SVBE to successfully complete their scope of work on the Project*
- *Preparing and submitting monthly and quarterly MSVWBE Progress Reports to WSDOT, describing current progress and forecasting to Physical Completion*

Inclusion Manager Availability

- *The Proposer shall describe in detail the availability of the Inclusion Manager to meet the SVBE Contract Goal. The submittal shall clearly address contractual availability of this person as noted in the Contract.*

SECTION 5 PLAN TO MEET SVBE CONTRACT GOALS

Outreach

- *The Proposer shall clearly state the proposed strategies and approaches to ensure outreach at all phases of the Project.*

Communication tools and strategies

- *The Proposer shall state and describe the communication tools and strategies, and the external or internal resources, used to assist in meeting or exceeding the SVBE Contract Goals.*

Contracting Opportunities

- *The Proposer shall detail the methods your team will use during their procurement of work and to clearly and transparently provide the SVBE firms potential upcoming opportunities.*
- *The Proposal shall include a measurable schedule showing outreach, solicitation timelines, contractual deadlines, and work or production activities.*
- *The Proposal shall provide a schedule showing outreach and solicitation timelines.*
- *The Proposal shall describe the tools and processes to support this effort.*

Methods to ensure SBE and VOB Firms are successfully integrated into the Project

- *The Proposer shall detail the methods used to help SVBE firms to successfully complete the Work on the Project Description of contractual requirements.*
- *The Proposal shall state the steps the Proposer intends to take to help SVBE firms become prequalified and the different options SVBE firms may use to submit bids.*
- *The Proposer shall clearly show that they have a process and tools in place to assist SVBE firms in preparing bids and to work with interested firms to help develop these business skills.*

Lesson Learned

- *The Proposer shall describe their team's processes to capture lessons learned*
- *The Proposer shall establish a process to capture lessons learned in working with all SVBE firms.*

Managing the SVBE Contract Goals

- *The Proposer shall describe strategies on how to meet or exceed SVBE Contract Goals.*
- *The Proposer shall clearly state how the Proposer will pass the commitment to obtaining and managing the SVBE Contract Goals to all their subcontracts.*

Corrective Actions

- *The Proposer shall describe strategies how they intend to manage all issues related to Contract.*

Prompt payments

- *The Proposer shall clearly state how they intend to manage all issues related to Contract payments. In particular, they shall address how they intend to comply with the Contract terms related to prompt payment.*
- *The Proposer shall clearly describe the process and timelines they will use to resolve disputes related to Contract terms and prompt payment.*

Retainage and Reconciliation

- *The Proposer shall clearly describe how they will manage contract retainage and reconcile the release of retainage.*
- *The Proposer shall clearly describe how they will communicate contractual items related to retainage and the release of retainage.*

SECTION 6 PLAN FOR MONITORING AND REPORTING OF COMMITMENTS

Reporting Processes and Steps

- *The Proposer shall describe the processes and steps that will be taken for reporting to WSDOT during the life of the Project.*

Future Potential commitments or opportunities

- *This sub-section is not required to be completed during this phase.*

Reporting Experience and Capacity

- *The Proposer shall demonstrate experience and capacity to prepare reports in real time.*

DRAFT INSTRUCTIONS FOR USING THE SVB PLAN TEMPLATE (Form E)
After Contract Execution

The following is provided for information only. It represents WSDOT's thinking at the time of issuing the RFQ of what the Contract requirement for the SVB Plan will be. It is subject to change when the RFP is officially issued.

SECTION 1 - INTRODUCTION

This section is not required to be completed during this phase.

SECTION 2 SUBCONTRACTING PERCENTAGES

Table 2-1

- *No action required after Contract execution.*

Table 2-2

- *The Design-Builder shall modify only if the Design-Builder's SBV commitment goal increases.*

SECTION 3 DIVERSE BUSINESS SUBCONTRACTORS

The Design-Builder shall use the SVB Plan submitted with their Proposal and update and expand Table 3 per the requirements in General Provisions Section 1-07.11 (11) Small and Veteran-Owned Business Enterprises (SVBE) and Minority and Women's Business Enterprise (MWBE) Participation.

Table 3

- *The Design-Builder shall update Table 3, "SVBE Subcontractors" with any additional SVBE Commitments.*
- *The Design-Builder shall include the names of any SVBE Commitment for this Project.*
- *The Design-Builder shall indicate if the SVBE Subcontractors is SBE or VOB.*
- *The Design-Builder shall describe the scope of Work the SVBE firms are committed to perform.*
- *The Design-Builder shall indicate the percentage this SVBE Subcontractor will fulfil.*
- *The Design-Builder shall add another column to this table and provide the SVBE Commitment dollar amount.*
- *The Design-Builder shall add additional columns as needed to meet the requirements in General Provisions Section 1-07.11 (11).*
- *The Design-Builder shall add another row to provide total participation to date based on amounts paid to each SBE and VOB.*

All SVBE Commitments in Table 3 require a written confirmation from each SBE and VOB confirming the commitment made. The Design-Builder shall include these written confirmations with the updated SVB Plan.

1 **SECTION 4 INCLUSION MANAGER**

2 *This section is not required to be completed during this phase unless there is a change in the*
3 *Inclusion Manager or Availability.*

6 **SECTION 5 PLAN TO MEET SVBE CONTRACT GOALS**

8 *The Design-Builder shall use the SVB Plan submitted with their Proposal and update per the*
9 *requirements in General Provisions Section 1-07.11 (11) Small and Veteran-Owned Business*
10 *Enterprises (SVBE) and Minority and Women's Business Enterprise (MWBE) Participation.*

11 Outreach

- 12 • *The Design-Builder shall detail outreach done and future outreach.*
- 13 • *The Design-Builder shall detail current outreach strategies.*
- 14 • *The Design-Builder shall implement these strategies as soon as practical to ensure that*
15 *opportunities are not lost during the start-up phase of the Project.*

17 Communication tools and strategies

- 18 • *The Design-Builder shall provide any updates to the communication tools and strategies,*
19 *and the external or internal resources, used to assist in meeting or exceeding the SVBE*
20 *Contract Goals.*

22 Contracting Opportunities

- 23 • *The Design-Builder shall provide any updates to the methods your team will use during*
24 *their procurement of work and to clearly and transparently provide the SVBE firms*
25 *potential upcoming opportunities.*
- 26 • *The Design-Builder shall provide any updates to the measurable schedule showing*
27 *outreach, solicitation timelines, contractual deadlines, and work or production activities.*
- 28 • *The Design-Builder shall provide a schedule showing outreach and solicitation timelines.*
- 29 • *The Design-Builder shall provide any updates to the tools and processes to support this*
30 *effort.*
- 31 • *The Design-Builder shall provide any a Baseline Schedule and shall meet the terms of*
32 *the Contract.*
- 33 • *The Design-Builder shall recognize the time to prepare contractual bids and work with*
34 *interested SVBE firms to ensure they are aware of opportunities and that they have*
35 *sufficient time to prepare bids.*

36 Methods to ensure SBE and VOB Firms are successfully integrated into the Project

- 37 • *The Design-Builder shall provide any updates to the methods used to help SVBE firms to*
38 *successfully complete the Work on the Project Description of contractual requirements.*
- 39 • *The Design-Builder shall provide any updates to help SVBE firms become prequalified*
40 *and the different options SVBE firms may use to submit bids.*
- 41 • *The Design-Builder shall provide any updates to the processes and tools in place to assist*
42 *SVBE firms in preparing bids and to work with interested firms to have develop these*
43 *business skills.*

44 Lesson Learned

- *The Design-Builder shall provide any updates to the process to capture lessons learned in working with all SVBE firms.*
- *The Design-Builder shall review these lessons learned on a regular basis and adjust the SVB Plan as needed.*

Strategies to meet the SVBE Contract Goals

- *The Design-Builder shall provide any updates to strategies on how to meet or exceed SVBE Contract Goals.*
- *The Design-Builder shall provide any updates on the commitment to obtaining and managing the SVBE Contract Goals to all their subcontracts.*
- *The Design-Builder shall provide evidence of GFES to meet the SVBE Contract Goals.*

Corrective Actions

- *The Design-Builder shall provide details on corrective actions necessary to meet the SVBE Contract Goals.*

Prompt payments

- *The Design-Builder shall provide any update to how they intend to manage all issues related to Contract payments. In particular, they shall address how they intend to comply with the Contract terms related to prompt payment.*
- *The Design-Builder shall provide any updates to the process and timelines they used to resolve disputes related to Contract terms and prompt payment.*

Retainage and Reconciliation

- *The Design-Builder shall provide any updates to how they communicate contractual items related to retainage and the release of retainage.*
- *The Design-Builder shall provide details on retainage issues or concerns.*

SECTION 6 PLAN FOR MONITORING AND REPORTING OF COMMITMENTS

The Design-Builder shall use the SVB Plan submitted with their Proposal and update per the requirements in General Provisions Section 1-07.11 (11) Small and Veteran-Owned Business Enterprises (SVBE) and Minority and Women's Business Enterprise (MWBE) Participation.

Reporting Processes and Steps

- *Only include in this sub-section in this phase if processes and steps have changed.*

Future Potential commitments or opportunities

- *The Design-Builder shall list all future potential commitments or opportunities and show how they will meet the SVBE Contract Goals.*

Reporting Experience and Capacity

- *Only include in this sub-section in this phase if processes and steps have changed.*

[Page break intentionally inserted]

8. In Appendix B, **Abbreviations and Definitions, Digital Signature** definition, delete Page B-9, line 29 through Page B-10, line 9.

Submitters shall complete and include Form A in Appendix A of the SOQ as evidence of receipt of this Addendum. The Addendum will be incorporated in the Contract when awarded and when formally executed.

Bill Elliott, P.E.
Project Engineer